

City of Hialeah Education & Community Services Department
Creative Learning & Play Program



Summer Program 2013

ATTACH
CURRENT
PHOTO
of
CHILD

SITE INFORMATION

- ☐ Milander Park 4800 Palm Ave
☐ Slade Park 2501 W. 74th St.
☐ Wilde Community Center 1701 W. 53rd Ter.

- ☐ Hoffman Gardens Center 7650 W. 8th Ave.
☐ Walker Park 800 W 29 ST

CHILD'S INFORMATION

ECS STAFF: Registration date _____ TCT # _____

First Name: _____ Last Name: _____ Middle Initial: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Home Phone: _____ Date of Birth: _____ Age: _____ Gender: ☐ M / ☐ F

Primary Care Hours: 7:30 a.m. to 6:30 p.m.

Days of the Weeks in Care: Monday - Friday

Meals typically Served While in Care: All Sites: Snack and Lunch

Child's Race: ☐ American Indian/Alaskan ☐ Asian ☐ Black/African-American
☐ Pacific Islander ☐ White ☐ Other, please specify _____
Child's Ethnicity: ☐ Hispanic ☐ Haitian ☐ Other, please specify _____
Is Child Proficient in English? ☐ Yes ☐ No
Additional/Other Language(s) spoken at home: ☐ Spanish ☐ Haitian-Creole ☐ Other _____ ☐ None
MDCPS Student ID # _____ ☐ No MDCPS ID ☐ Prefer not to give MDCSP ID
Last 4 Digits ONLY of Child's Social Security # _____ ☐ No SSN ☐ Prefer not to give SSN
Child's Current School: _____ **Child's Grade (as of 2012-13):** _____
ECS STAFF: ☐ Verified Proof of Grade (Report card, Letter, other)

FAMILY INFORMATION

Custody (Primary Caregiver): ☐ Mother ☐ Father ☐ Both ☐ Other _____
Does the child live with a legal guardian other than the mother or father? ☐ Yes ☐ No
Mother / Legal Guardian email: _____
Name: _____ Home Phone: _____
Address: _____ Cell / Work Phone: _____
Father / Legal Guardian email: _____
Name: _____ Home Phone: _____
Address: _____ Cell / Work Phone: _____
(You may be contacted by The Children's Trust for quality improvement purposes)
Number of Children living in the household (including child participant): _____
Is the participant a child of a Military family? ☐ Yes ☐ No
(A member of the child's family is either: 1) an active duty member of the uniformed services; 2) a member of the National Guard or reserves; 3) a member or veteran who was severely injured and medically discharged or retired; or 4) a member killed in the line of duty.)
Migrant Farm Work: ☐ Yes ☐ No
Dependency System: ☐ Yes ☐ No
Delinquency System: ☐ Yes ☐ No

Emergency Contact Person (If Parents / Guardian cannot be reached, please list emergency contacts)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PERSON (S) AUTHORIZED TO PICK-UP CHILD FROM THE PROGRAM (Other than Parent / Guardian)

1. _____ 2. _____ 3. _____

Phone: _____ Phone: _____ Phone: _____

YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON NOT LISTED HEREIN.

Note: In case of an emergency, at least one parent, guardian or designated emergency contact person needs to be available to respond to the site within 15 minutes. Responding party should be authorized to make an emergency medical decision on behalf of the child.

MEDICAL INFORMATION

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address _____ Phone _____

Doctor: _____ Address _____ Phone _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

Does your child have health insurance (ex., private insurance, KidCare, Medicaid)? ☐ Yes ☐ No

If you are interested in other services funded by The Children's Trust or need to find affordable coverage, please call 211 or visit www.thechildrenstrust.org

Does your child have any **allergies** (ex., food, medicine)? ☐ Yes ☐ No

If yes, please explain _____

Does your child have any **medical conditions** or a **disability**? ☐ Yes ☐ No

If yes, please explain and check the appropriated boxes _____

If yes, how would you best classify the type(s)? (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Autism Spectrum Disorders | <input type="checkbox"/> Learning Disability |
| <input type="checkbox"/> Chronic Medical Condition
(diabetes, severe asthma, seizures, epilepsy) | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> Speech/Language Impairment |
| <input type="checkbox"/> Emotional and/or Behavioral Disorder
(ADD / ADHD / OCD / PTSD) | <input type="checkbox"/> Visual Impairment (or blind) |
| <input type="checkbox"/> Hearing Impairment (or deaf) | <input type="checkbox"/> Other Disability _____ |
| <input type="checkbox"/> Intellectual Disability (or MR) | |

Note: If "asthma" is circled under Chronic Medical Condition, please check: ☐ Acute or ☐ Seasonal Allergies

Does your child have a **documented disability**? ☐ Yes ☐ No

If yes, do you have (check all that apply): ☐ medical diagnosis (from a doctor)

- | | |
|---|---|
| <input type="checkbox"/> Individualized Education Plan (IEP) from MDCPS | <input type="checkbox"/> Section 504 Plan |
| <input type="checkbox"/> a diagnosis from a state certified / licensed professional (ex. psychologist) | |
| <input type="checkbox"/> disclosure by parent/guardian describing the child's specific condition and/or need for accommodation(s) | |

Helpful Information About Child:

TRANSPORTATION

- ☐ I authorize the City of Hialeah to transport the participant to and from program/events/field trips sponsored and/or approved by the Summer Program.
- ☐ I do not authorize the City of Hialeah to transport the participant to and from program/events/field trips sponsored and/or approved by the Summer Program.

DCF LICENSE NUMBERS

Slade # C11MD2032

Wilde # C11MD2034

DCF REQUIREMENTS

- Section 65C-22.006(2), F.A.C., requires a current immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure
- Section 65C-20.010(6)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility

REQUEST FOR A MINOR TO PARTICIPATE IN PROGRAMS/EVENTS SPONSORED/APPROVED BY THE CITY OF HIALEAH AND HOLD HARMLESS AGREEMENT

PARTICIPATION: I hereby give permission for the participant named on this form to participate in the Summer Program, "Creative Learning & Play" provided by the City of Hialeah, from _____ to _____. The Summer Program includes, but not limited to, literacy programs, fitness, cultural arts, social development, indoor/outdoor games, crafts, fieldtrips and special events. My permission shall be effective upon signing this Request/Hold Harmless Agreement. I have instructed the participant to obey, at all times, all instructions, orders and commands given by the authorized representatives of the City of Hialeah or its designees. I further give permission for the participant to be filmed and/or photographed in such program/event for use in publicizing the program/event.

RELEASE OF ALL CLAIMS: The undersigned, individually and on behalf of the participant, releases, covenants not to sue and forever discharges the City of Hialeah, its Officers, Agents, Employees, Counselors, Volunteers and their successors and assigns (all of whom constitute the released parties) of all liabilities, claims, actions, damages, costs or expenses, that the participant may have against the released parties arising out of, or in any way connected with participation in the program/event sponsored/approved by the City of Hialeah, including travel to and from such program/event, and including injury or damage to person or property, or resulting in death of the participant, whether caused by the **NEGLIGENCE** of the released parties or otherwise.

CONSENT TO TREATMENT: I authorize such physician or medical staff as the City of Hialeah may designate, to carry out any minor medical treatment deemed necessary, or to take my child to the emergency room of the nearest hospital for treatment, if necessary. I understand that, in order to provide necessary medical treatment to my child, there may be an exchange or disclosure of confidential/protected health information between the City of Hialeah and medical providers. I authorize the City of Hialeah to exchange or disclose my child's confidential/protected health information with such medical providers, as well as with The Children's Trust. I further understand that the City of Hialeah shall protect my child's confidential/protected health information and comply with all applicable federal and state laws by not disclosing such information to any third party who does not have a need to know such information.

I, the undersigned, am the parent/guardian of the above-specified minor child. I have read and fully understand the provisions of the above Request/Hold Harmless Agreement and have explained them to said minor. I hereby agree that the said minor and I will be bound thereby. Under penalties of perjury, I declare that I have read the foregoing Request/Hold Harmless Agreement and that the facts stated in it are true.

I have fully completed the registration form and I have been provided the Program Handbook and a written program disciplinary policy by the ECS Department. I also give my permission for this information to be submitted to The Children's Trust for program monitoring and evaluation purposes. The Children's Trust provides funding for the program.

Parent/Legal Guardian Signature

Date

TO BE COMPLETED BY ECS STAFF:

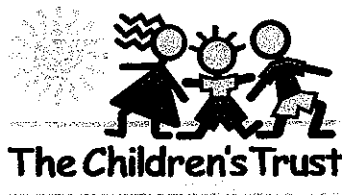
Verified By: _____ Date: _____ Proof of Address: _____ Documentation Provided

Original to Site: _____ Enrollment Date: _____



The City of Hialeah's *Creative Learning & Play* out of school programs are funded in part by The Children's Trust. The Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.





AUTHORIZATION FOR PHOTOGRAPHY/VIDEO

I, _____, the parent or guardian of _____ hereby authorize and give consent to service providers and the staff of The Children's Trust of Miami-Dade County as follows:

I hereby:

☐ **consent and authorize** or ☐ **do not consent and authorize**

the staff of The Children's Trust of Miami-Dade County to take/use still photographs, digital photographs, motion pictures, television transmission, and/or videotaped recordings (hereinafter "Recordings") of me, my children, or my wards for educational, research, documentary, and public relations purposes.

Signature of Parent or Guardian

Signature of Witness

Date

Date

Any such Recordings may reveal your identity through the image itself without any compensation to you, your children or wards.

Any and all Recordings taken of you, your children or wards shall be the sole property of The Children's Trust.

With regard to the use of any Recordings taken of you, your children or wards, you hereby waive any and all present and future claims you may have against The Children's Trust of Miami-Dade County, their staff, service providers, employees, agents, affiliates and Board members.

City of Hialeah Education & Community Services Department
Creative Learning & Play Program



PROGRAM HANDBOOK

This handbook contains pertinent information about Creative Learning & Play programs offered through Hialeah's Education & Community Services Department. Please use this checklist to ensure that you have received and have submitted all necessary documentation for registration.

Upon registering a child, the parent will receive a registration packet which includes:

- Registration Forms
- Program Handbook including
 - Program Information
 - Policies and Procedures, including Attendance & Discipline policies
 - Fees & Camp Information
 - Site Information
- Disciplinary Policy
- Child's Code of Conduct (*sample*)
- Know Your Child Care Facility Brochure
- Influenza Virus Brochure

Parents must submit the following documents in order to complete a child's registration process.
(Check off items below.)

- ___ Registration Forms
- ___ Copy of Birth Certificate or Passport
- ___ Current Photo of child
- ___ Proof of Residency-Utility Bill
- ___ Current Report Card
- ___ Influenza Virus Brochure
- ___ Registration Fee
- ___ One Week's Payment

Summer Program at Walker and Hoffman
___ Reduced Fee Application with Appropriate Documentation

Please sign below to complete upon registration.

Child's Name: _____ Site: _____

I, _____, have received the CL&P Program Handbook, CL&P Policies and
Parent/Guardian

Procedures, including Attendance and Discipline policies, the Know Your Child Care Facility Brochure, the
Influenza Virus Brochure, and I have submitted all required information.

Parent/Guardians' Signature: _____ Date: _____

Staff's Name: _____ Date: _____
(PRINT)

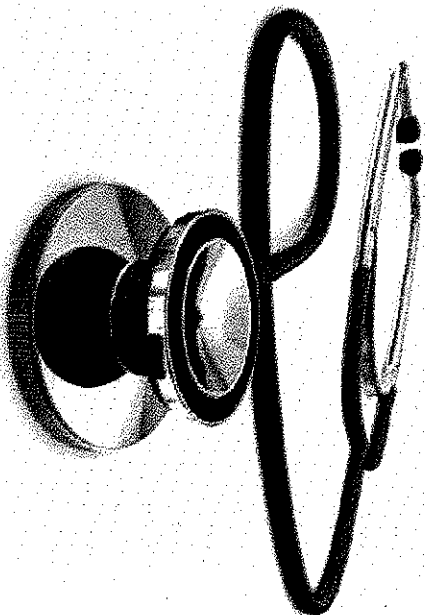


Approved: 01/23/13

O:\EC'S Forms\Afterschool and Camps\CL&P\Registration Packet\CL&P Program\Summer Camp\CURRENT\Approved 01-23-2013\CL&P Program Handbook Signature Page.doc

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

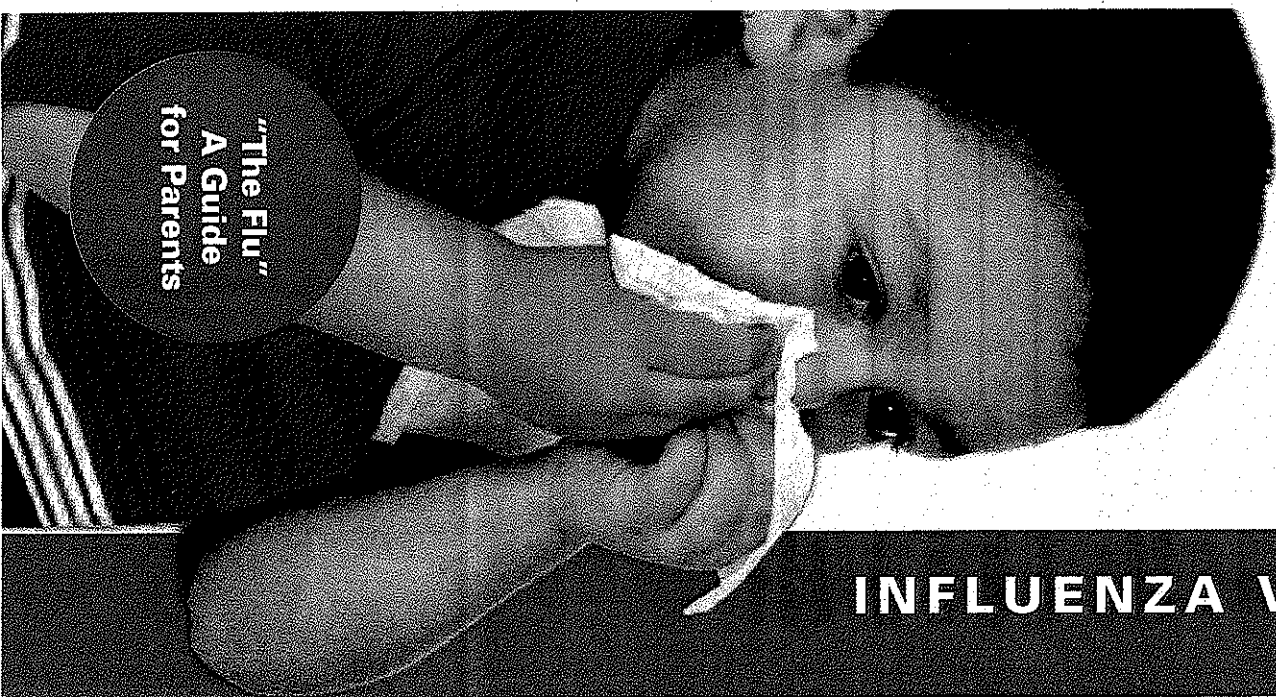
Palm Beach County Health Department
Childcare Licensing Office
P.O. Box 29
800 Clematis St., 4th Floor
West Palm Beach, FL 33402
(561) 837-5900
www.pbchd.com

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

INFLUENZA VIRUS

"The Flu"
A Guide
for Parents



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

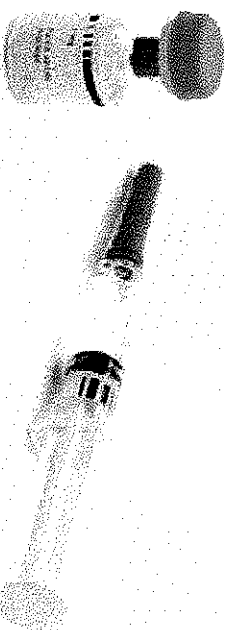


What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

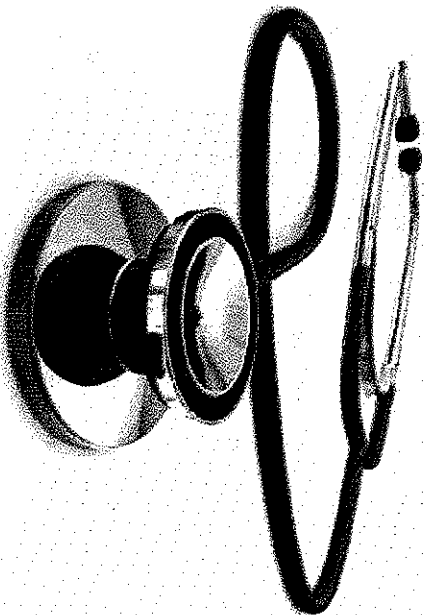
A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

Parent keeps attached documents

Padres mantiene documentos adjuntos

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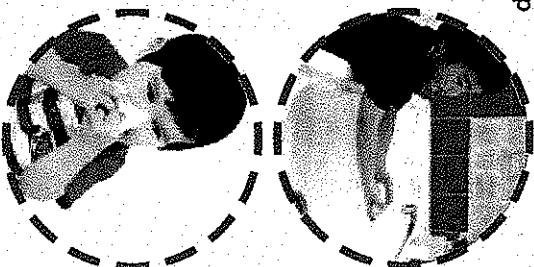
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Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

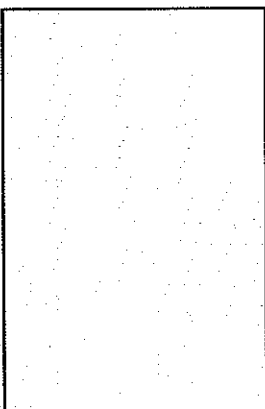
Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



CFPI 175-24, 10/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility



Licensing Standards

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License issued on ____/____/____

License Expires on ____/____/____

For more information regarding the compliance history of this child care provider, please visit: www.myflorida.com/childcare.

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25
- ✓ Maintain appropriate transportation vehicles (if transportation is provided).

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

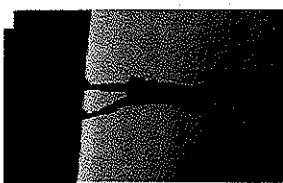
Record Keeping

- ✓ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Parent's Role

The parent's role in quality child care is vital to it's success. In partnering with the caregiver to achieve this goal, parents should:

- ✓ Familiarize themselves with the child care standards used to license the child care facility.



- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.

- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

To report non-compliance with state licensing standards, please contact your local licensing office.

City of Hialeah Education & Community Services Department

CREATIVE LEARNING & PLAY PROGRAM



2012-2013 FEE SCHEDULES

Payments

We accept cash or checks or money orders made payable to the City of Hialeah.

After-school Program 2012-2013

All CL&P after-school sites:

\$30 non-refundable registration fee

\$8 weekly payment* (no discount for days not attended) for Hialeah residents

\$30 weekly payment* (no discount for days not attended) for non-residents

- Holidays and Teacher Planning Days will be excluded from the weekly payment.
- There is no 10% discount for additional sibling enrolled in the after-school program.
- Upon registration, parents of children must pre-pay one weekly payments in addition to the registration fee.

\$3 late payment fee per child

- The weekly payment must be pre-paid in full no later than 6:00 pm on Friday, regardless of the number of days that your child attends per week.

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

Kids' Day Off (Teacher Planning Day)

Babcock, Slade Wilde and Hoffman:

\$16 for Hialeah residents - includes field trip cost

\$21 for non-residents - includes field trip cost

\$5 late registration fee per child if not pre-registered by deadline

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

Winter Camp

Walker and Wilde:

\$80 for (5) days or **\$144** for (9) days for Hialeah residents- includes field trip costs

\$105 for (5) days or **\$189** for (9) days for non-residents- includes field trip costs

- There is no daily rate.

\$15 late registration fee per child if not pre-registered by deadline

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

Spring Camp

Babcock, and Wilde:

\$80 for (5) days for Hialeah residents- includes field trip costs

\$105 for (5) days for non-residents- includes field trip costs

- There is no daily rate.

\$15 late registration fee per child if not pre-registered by deadline

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

Summer Camp 2013

Milander, Slade and Wilde:

\$20 non-refundable registration/activity fee

\$80 weekly payment (no discount for days not attended) for Hialeah residents- includes field trip costs

\$105 weekly payment (no discount for days not attended) for non-residents- includes field trip costs

Summer Camp 2013 (continued)

- Holidays will be excluded from the weekly payment.
- Upon registration, parents must pre-pay one weekly payment in addition to the registration fee.
- There is a 10% discount for each additional sibling enrolled in the summer camp program.
- There is no daily rate.

\$15 late registration fee per child if not pre-registered by deadline

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

\$3 late payment fee per child

- The weekly payment must be pre-paid in full no later than 6:00 pm on Friday, regardless of the number of days that your child attends per week.

Hoffman and Walker:

\$20 non-refundable registration/activity fee

\$20*/\$80 weekly payment (no discount for days not attended) for Hialeah residents- includes field trip costs.

\$45*/\$105 weekly payment (no discount for days not attended) for non-residents- includes field trip costs.

- Families requesting reduced fee must fill out financial need application
- Holidays will be excluded from the weekly payment.
- Upon registration, parents must pre-pay one weekly payment in addition to the registration fee.
- There is no daily rate.
- The cost of this camp is subsidized through *The Children's Trust*.
- There is no 10% discount for each additional sibling enrolled in the summer camp program if participants are eligible for a reduced fee.
- There is a 10% discount for each additional sibling enrolled in the summer camp program if participants are paying the regular fee.

\$15 late registration fee per child if not pre-registered by deadline.

\$5 late pick-up fee at 6:31 pm per family. For each additional 15 minutes, \$5 is charged.

\$3 late payment fee per child

- The weekly payment must be pre-paid in full no later than 6:00 pm on Friday, regardless of the number of days that your child attends per week.

Refunds/Dropped or Withdrawn Children

Partial week refunds will not be issued for dropped or withdrawn children. Registration/activity fees will not be refunded.

Re-Enrollment

Re-enrollment is subject to availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment.

Vacation or other long-term absence

With pre-approval, one week of vacation may be taken without payment of weekly fee. If additional vacation or longer term absence is requested, weekly payments must be continued to reserve a child's enrollment. If weekly fees are not paid a child will be dropped from the program. Re-enrollment is subject to availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment.



Education & Community Services Department
7400 W 24th Avenue, 2nd Floor
Hialeah, FL 33016
305-818-9143



The City of Hialeah's Creative Learning & Play out of school programs are funded in part by The Children's Trust. The Trust is a dedicated source of revenue established by voter referendum to improve the lives of children and families in Miami-Dade County.

*Reduced fees made possible by funding from The Children's Trust.

The City of Hialeah Education & Community Services
Creative Learning & Play Program



Disciplinary Policy

Children in the CL&P program will behave accordingly to the **Child's Code of Conduct**. In the event of unacceptable behavior, the ECS program exercises a standard and uniform policy when disciplining children. Our goal is to support and reinforce the child's behavior in a positive and constructive way. The ECS Department reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if negative or unruly behavior is persistent and remains uncorrected. Each negative behavior incident will be taken into consideration on a case-by-case basis.

The staff will address and approach the child in a positive manner and not:

- Embarrass, make fun of, degrade, humiliate, or frighten the child
- Associate discipline with food, rest or toileting
- Spank or put their hands on the child

The staff will use the **ABC Data Sheet** and the **Behavior Plan Report** to properly document the child's behavior and measures taken. With this information, we are able to monitor a child's behavior pattern, implement an improvement plan and assess the child's progress.

The **ABC Data Sheet** is used to keep an account of the child's behavior and what measures were taken to aid and/or support the child. The data sheet contains three columns that must be completed.

- **Antecedent** (event leading up to the child's action)
- **Behavior** (action identified)
- **Consequence** (action taken to correct child's action)

The **Behavior Plan Report** will be used in situations depending on the severity of the child's behavior and actions. This form documents the child's behavior that calls for further action. The report documents:

- Behavior Problem / Measures Taken
- Notification of Parent / Program Supervisor
- Conference / Recommended Action

Procedures:

The staff will take the following measures when a behavior or disciplinary problem occurs. Depending on the behavior, the staff may proceed to the necessary step.

Step 1: Discuss behavior with the child away from the group.

Step 2: Allow the child to return to the activity and advise them that if the behavior is not corrected they will be removed from the activity.

If the child's behavior continues:

Step 3: Remove the child from the activity and explain to the child the reason why he/she is being removed from the activity.

Step 4: Record on ABC Data Sheet. Advise parent of behavior. Parent will initial.

For Repeated or Serious Behavior:

After three ABC referrals, the staff will follow up with the Behavior Plan Report. If the child's behavior is severe, the staff may issue a Behavior Plan Report immediately. In both circumstances, the Camp Director will submit the report to a supervisor; the case will be reviewed and a parent conference will be scheduled.

The intent of this plan is to give general guidelines in the implementation of a child behavior plan. The ECS Department reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue.



CITY OF HIALEAH EDUCATION & COMMUNITY SERVICES DEPARTMENT
Creative Learning & Play Program



CHILD'S CODE OF CONDUCT

I understand and agree to:

- Treat others with respect
- Conduct myself with self-respect
- Treat the property with respect

I understand examples of acceptable behavior:

- Participating
- Good manners
- Playing
- Studying
- Laughing
- Having fun
- Helping another person

I understand examples of unacceptable behavior:

- Bullying
- Whining
- Tattling
- Meanness
- Selfishness
- Fighting
- Horseplay
- Throwing things
- Tantrums
- Yelling at or insulting others
- Profanity
- Stealing
- Damaging property
- Disrespecting staff

Child _____

Site _____

Child's Signature _____

Date _____

Parent's Signature _____

Date _____

White Copy- Child's File
Yellow Copy- Parent & Child
O:\ECS Policies\CL&P\Behavior Policy and Forms\Child's code of conduct.doc
Approval date: April 8, 2008



City of Hialeah
Education & Community Services Department
Creative Learning & Play Program



PROGRAM HANDBOOK



Approval Date: 4/1/2008
Revised Date: 8/21/2008
Revised Date: 3/26/2009
Revised Date: 7/9/2009
Revised Date: 2/24/2010

Revised Date: 6/29/2010
Revised Date: 4/4/2011
Revised Date: 6/22/2011
Revised Date: 8/18/2011
Revised Date: 9/23/11

Revised 2/13/12
Revised 1/23/13

City of Hialeah Education & Community Services Department
Creative Learning & Play Program



PROGRAM HANDBOOK

MISSION STATEMENT

It is the intention of The City of Hialeah to provide a safe, positive, and enriching experience for each child enrolled in our program. The Creative Learning & Play out-of-school program is designed to provide activities, including literacy enhancement, tutoring, social skills building activities, recreational activities, and health and fitness instruction that engage and develop the child as a whole. Children are engaged in daily activities, are closely supervised by staff, and are provided a safe out-of-school environment.

PROGRAM INFORMATION

The Creative Learning and Play (CL&P) services are offered year-round through a school-year afterschool program, summer camps, and full-day spring, winter, and "Kids' Day Off" camps. CL&P is a supervised out-of-school program staffed by trained counselors, tutors and certified teachers. On average, the ratio of children to staff is from 1:13 to 1:15.

The afterschool program is open for children in grades K–8th and includes

- **tutoring** (small group tutoring; reading & writing skills for grades K–2nd)
- **FCAT preparation** (for grades 3rd–8th)
- **homework help**
- **social skills** (teamwork, goal-setting, communication skills)
- **fitness / recreational activities** (improving health & overall wellness)
- **nutrition** (daily healthy snacks)
- **enrichment activities** (yoga & relaxation techniques, chess, cooking and nutrition, etc.)

Summer camp is open for children ages 6–12 and includes

- **field trips & swimming**
- **crafts, recreational activities & special events**
- **literacy through art & library visits**

Program Sites

			Afterschool Program	Summer Camp	Spring Camp, Winter Camp & Kids' Day Off*
			2:00 pm–6:30 pm	7:30 am–6:30 pm	
Bright Park	750 E 35 th Street	305-883-1216	✓		
Casas Park	7900 W 32 nd Avenue	305-883-2945	✓		
Cotson Park	574 W 23 rd Street	305-863-6523	✓		
Goodlet Adult Center	900 W 44 th Place	305-8254947	✓		
Hoffman Gardens Center	7650 W 8 th Avenue	305-827-5112	✓	✓	
O'Quinn Park	6051 W 2 nd Avenue	305-231-2085	✓		
Southeast Park	1015 SE 9 th Avenue	305-818-1460	✓		
Walker Community Center	800 W 29 th Street	305-883-6320	✓	✓	
Milander Park	4800 Palm Ave	TBA		✓	
Babcock Park (C11MD2033)	651 E 4 th Avenue	305-883-5972	✓		
Slade Park (C11MD2032)	2501 W 74 th Street	305-818-2993	✓	✓	
Wilde Community Center (C11MD2034)	1701 W 53 rd Terrace	305-818-2988	✓	✓	✓

*Additional sites may be added if needed.

Days & Times

The afterschool program is based on the Miami-Dade County Public Schools school-year calendar. Program hours are 2:00 pm – 6:30 pm at all sites Monday through Friday.

Program hours for Summer, Winter, and Spring Camps are 7:30 am – 6:30 pm, Monday through Friday. On Kids' Day Off camps on teacher planning days, sites will open from 7:30 am – 6:30 pm.

Approved: 01/23/13

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Inclusion of Children with Disabilities

The CL&P Program also offers additional resources through its Inclusion Program that facilitates children with disabilities to fully participate in CL&P activities. This Inclusion Program is being offered at select sites. Additional sites may be added as resources permit. Children with special needs will be integrated with other children; the City currently does not have a separate special populations program for children or youth.

The City will make reasonable accommodations for a child's disability whenever possible. A child's participation/enrollment in the program is subject to an intake interview, provision of current Individual Educational Plan (IEP) or medical documentation, staff review of case, the ability to accommodate his/her particular need, and the City's ability to maintain an appropriate staff/child ratio (from 1:3 to 1:15, depending on need/space availability and funding). To make arrangements for a child with special needs, such as wheelchair accessible locations and/or other reasonable accommodations please call the ECS Department at 305-818-9143 to request a meeting.

Parent Involvement

Parents/Guardians are required to attend a Program Orientation at the beginning of the school year and at the beginning of the summer. Program information and policy and procedures will be discussed at each orientation in order to insure children's safety. Parents are also encouraged to participate in Parent Workshops and Family Nights scheduled throughout the year.

POLICIES & PROCEDURES

Attendance Policy

Attendance is mandatory. Parent/Guardians are required to notify the Camp Director prior to the child's absence. If a child is absent, the Camp Director will call and notify the parents the same day. All absences and calls are documented. This attendance policy is provided to each parent upon registration.

The parent will be notified and a child may be dropped from the program in any of the following cases:

Afterschool Program -

- After 3-consecutive missed days without documentation
- After 10 absences
- If a pattern of missed days is determined.

Summer Camp -

- After 3-consecutive missed days without documentation
- After 5 absences
- If a pattern of missed days is determined.

The following will be taken under consideration and/or approved by the Program Director. Parents must provide a doctor's note or documentation to record an excused absence.

- Vacation (prior notice must be submitted)
- Sick/family emergency (with documentation)
- Other circumstances.

Discipline Policy

Participants in the CL&P program are expected to behave according to the attached **Child's Code of Conduct**, which each child signs in the site. In the event of unacceptable behavior, the CL&P program exercises a standard and uniform policy when disciplining children. Our goal is to support and reinforce the child's behavior in a positive and constructive way. Each negative behavior incident will be taken into consideration on a case-by-case basis. The CL&P program reserves the right to use administrative flexibility in responding to a special or severe disciplinary issue. The CL&P program reserves the right to remove a child from the program at any time if that child's behavior is found to be a safety concern to themselves, another child or to a staff person; or if the negative or unruly behavior is persistent and remains uncorrected. This discipline policy is provided to each parent upon registration.

Child's Sign In/Out Policy

The parent/guardian or the child must sign in on the Sign In/Out Sheet everyday upon arrival. When the child is picked up from the site, the parent/guardian or the authorized person(s) must sign the child out. Any person other than a parent picking up a child must be named on the authorized pick-up list and is required to show identification. It is the responsibility of the parent/guardian to ensure the child's transportation to/from the program. In the case of private buses, parents must arrange with the bus driver to drop children off within the park property and not on the street. Parent/Guardians and siblings are asked to wait in the areas designated for signing in/out and refrain from entering areas where the children are participating in scheduled programs.

Early Dismissal Authorization Policy

Children enrolled in a City of Hialeah sports program will be released early to Parks & Recreation staff to attend scheduled program or games. If your child is registered with the City of Hialeah's sports program, an authorization form must be filled out by the Parent/Guardian and approved by the recreation park director and the ECS Department. It is the parent/guardian's responsibility to keep an updated authorization form on file.

Late Pick-up Policy

There is a late pick-up fee at 6:31 pm per family. For each additional 15 minutes late, the fee is charged again. Late pick-up fees are published on the attached annual fee schedule. The City of Hialeah Police Department may be contacted if a child is not picked up by 7:30 pm.

Withdrawal Policy

If you wish to withdraw your child from the program, please notify the site's Camp Director and complete the Voluntary Withdrawal Form.

Medical Policy

City of Hialeah staff is not allowed to keep or administer medication of any kind to children. NO EXCEPTIONS. If a child is on medication, he/she must self-administer the medication. If a child is not able to self-administer, then an authorized person must come to the site to administer the medication at the designated times. Additionally, if a child has a medical condition which requires regular monitoring, he/she must self-monitor and notify staff of measurements. If a child is not able to self-monitor, then an authorized person must come to the site to monitor his/her condition at the designated times. Parents of children with medical conditions which require monitoring must provide appropriate documentation, with measurement thresholds, to staff for use in case of an emergency. Parents are required to schedule a meeting with the ECS Department Inclusion Specialist so that all parties may determine together the best methods of accommodating a child with a medical condition.

Sick Child:

We are bound by health regulations to remove children who are, or appear to be sick. Signs of illness include, but are not limited to: green mucous, fever, pink eye, diarrhea, and vomiting. Parents will be called to pick up sick children. In the case of an emergency, at least one parent, guardian or designated emergency contact needs to be available to respond to the site within 15 minutes. Responding party should be authorized to make medical decisions on behalf of the child. The ECS Department reserves the right to require a Doctor's note upon child's return. The ECS Department will make every effort to notify parents in a site when contagious illnesses are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only. Parents should seek medical advice from a doctor regarding their own child.

Head Lice:

If head lice are found on a child, he or she will not be able to return to the program until the child is lice free. The ECS Department will make every effort to notify parents in a site if lice are reported; notifications will be "fact sheets" in English and Spanish from reputable medical sources for information purposes only.

Refund Policy

In general, refunds are granted and applied as a future payment. There are no daily refunds. If a child attends any portion of a week, that week's payment will not be refunded. Registration and activity fees are not refundable. Refunds are not issued in the cases of drops, withdrawals, or suspensions.

If a child is withdrawn by the parent or dropped by the program, refund requests for special circumstances will only be considered if:

- Parents submit a written refund request, including their full name, address, child's name, aftercare or camp site, copy of cleared check (front and back) or a bank statement that confirms the check cleared, and reason for the request to the ECS Department.
- Parents attach any relevant documents, such as a doctor's note, to letter of request.
- All refund requests are subject to the approval of the ECS Director.
- A processing fee of \$15 will be assessed on all (non-credit) refund requests.
- Please allow 3-4 weeks for all refunds from the date they were requested.
- The refund request must be submitted in writing to the Site Director by the last day of the program.

Returned Checks

Parents/Guardian will be responsible for restitution on returned checks, including fees and service charges. Only cash or money orders will be accepted until returned checks and fees are paid in full.

Cell Phones

Children may bring cell phones but they must remain stored in a purse or book bag. Phones may only be used with staff permission and supervision to call parents or authorized adults. Staff is NOT responsible for any lost or stolen items.

Toy Policy

Personal toys from home are **not permitted** in the afterschool program and camps. No Gameboys, IPOD's, or PSP's are allowed. Camp Staff is NOT responsible for any lost or stolen items.

Attire for Kids' Day Off, Winter, Spring, and Summer Camp

Children are required to wear the camp shirts every day. If a child does not arrive to camp wearing his/her camp shirt, one will be provided for him/her and the parent will be billed for the shirt. Sneakers must be worn at all times. Open-toe or open-back shoes are not permitted in camp. Children not wearing appropriate attire or shoes will not be allowed to participate in the scheduled activities for that day. Personal items should be stored in their book bags. All items, including camp shirts, should be labeled with your child's name and camp site.

On the days scheduled for swimming, it is necessary to provide your child with a swimsuit, towel, and sunscreen. Children may bring sandals in their swim bag and change shoes for the pool only.

Confidentially Statement

The City of Hialeah, Creative Learning and Play (CLAP), follows all state and federal laws and regulations relating to confidentiality of records and social security number. We maintain high standards in the safekeeping and use of our participants' information and therefore is only to be released to authorized personnel and to The Children's Trust for identification purposes. Some confidential/protected information may be released by the City to the Children's Trust in order to secure appropriate resources for services. In order to provide necessary medical treatment to a child, there may be an exchange or disclosure of confidential/protected health information between the City of Hialeah and medical providers. The City of Hialeah and the Children's Trust shall protect each child's confidential/protected health information and comply with all applicable federal and state laws by not disclosing such information to any third party who does not have a need to know such information.

REGISTRATION INFORMATION

Required Documentation

The following documents must be submitted to the ECS Department in order to complete your child's registration process: **a non-refundable registration fee, registration forms, current photo of child, the last (current) report card, copy of child's birth certificate or passport, and proof of residency.** Registration for the school year includes the afterschool program, Kids' Day Off Camps, and Winter and Spring Camps. Children must re-register for the summer. It is the parent/guardian's responsibility to notify staff in writing of any change in registration information. ECS reserves the right to ask for information and related documentation on both parents, regardless of marital status, for pick-up authorization and emergency contact purposes.

The ECS Department reserves the right to allow registration priority (early enrollment, discounts, etc.) for families who are enrolled at a site prior to a new session beginning, or to after-school participants at a site for Kid's Days Off and Winter, Spring, or Summer Camps. Before any enrollment period, consult the enrollment flyer for up-to-date information, fees, locations, etc., as they may be subject to change between sessions.

Afterschool Programs

Registration:

Registration will be held at the ECS Department office. Program and registration dates will be advertised at all ECS sites. A non-refundable registration fee will be collected for all sites upon registration. All fees are published on the attached annual fee schedule.

Payment policies:

We accept cash or checks or money orders made payable to the City of Hialeah. Upon registration, parents of children enrolling in CL&P sites must pre-pay one weekly payment in addition to the registration fee. Weekly fees are published on the attached annual fee schedule. There is no 10% discount on weekly fees for each additional sibling enrolled in the afterschool program.

Weekly payments must be pre-paid paid in full no later than 6:00 pm on Fridays, regardless of the number of days that a child attends per week. Holidays and Teacher Planning Days will be excluded from the weekly payment. If payments are not received by the next working day parents are subject to an additional fee for late payment per child. A child will not be allowed to participate in the program until payment is rendered and parents will be called to pick up the child from the program.

If a child is dropped or withdrawn from the program, re-enrollment is based upon availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment. Fees are published on the attached fee schedule. In the case of a drop or a suspension, refunds will not be issued.

Kids' Day Off Camp— Teacher Planning Days

Registration will take place on-site at Wilde. Site must meet minimum enrollment to remain open. Program and registration dates will be advertised at all ECS sites. There is an additional fee for late registration. Daily and late fees are published on the attached annual fee schedule. Additional sites may be added if needed.

Winter and Spring Camps

Registration will take place on-site at Wilde. Site must meet minimum enrollment to remain open. Camp will run during the Winter and Spring Break Recesses, as scheduled by Miami-Dade County Public Schools. Program and registration dates will be advertised at all ECS sites. There is an additional fee for late registration. Weekly and late fees are published on the attached annual fee schedule. There are no partial-week payments. Additional sites may be added if needed.

Summer Camps

Registration:

Registration will be held at the ECS Department office. Camps will run through the summer months. Program and registration dates will be advertised at all ECS sites. A non-refundable registration fee will be collected for all sites upon registration. All fees are published on the attached annual fee schedule. There is a 10% discount on weekly fees for each additional sibling enrolled in the summer camp program of Milander, Slade and Wilde or in Hoffman and Walker if paying the full weekly fee. There is no 10% discount for each additional sibling enrolled in the summer camp program if participants are eligible for a reduced fee.

Payment policies:

Weekly payments are scheduled and must be pre-paid in full no later than 6:00 pm on Fridays, regardless of the number of days that your child attends per week. Holidays will be excluded from the weekly payment. If payments are not received by the next working day parents are subject to an additional fee for late payment per child. A child will not be allowed to participate in the program until payment is rendered and parents will be called to pick up the child from the program.

If a child is dropped or withdrawn from the program, re-enrollment is based upon availability. All applicable registration/activity fees and pre-payments must be made to complete re-enrollment. Fees are published on the attached fee schedule. In the case of a drop or a suspension, refunds will not be issued.



Education & Community Services Department
7400 W 24th Avenue, 2nd Floor
305-818-9143

Approved: 01/23/13

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City Of Hialeah Education & Community Services
Creative Learning and Play Programs

SITE: _____

Survey – “How did you hear about our programs?”

Please select all that apply:

Advertisement

- ☐ Program / Event Flyers
- ☐ Hialeah E Update
- ☐ Hialeah TV Channel 77
- ☐ Radio Hialeah
- ☐ Magazine Ad (name) _____

City Of Hialeah Programs / Events

- ☐ Parks & Recreation
- ☐ Libraries

Education & Community Services Department

- ☐ Afterschool Program
- ☐ Summer Camp
- ☐ Winter Camp
- ☐ Spring Camp
- ☐ Kid's Day Off (Teacher Planning Day)

Family / Friends

Organization

- ☐ The Children's Trust
- ☐ Switchboard Agency

School (name) _____

- ☐ Open House
- ☐ PTA

Website

- ☐ The City of Hialeah
- ☐ The Children's Trust
- ☐ South Florida Parenting

Other _____